



# COUNTY OF LOS ANGELES

## DEPARTMENT OF HUMAN RESOURCES

HEADQUARTERS  
579 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

BRANCH OFFICE  
3333 WILSHIRE BOULEVARD • LOS ANGELES, CALIFORNIA 90010  
(213) 738-2222 FAX (213) 637-0820

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

March 22, 2006

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **RECRUITMENT FOR DIRECTOR OF HEALTH SERVICES**

As per your Board's instructions, we have retained an executive search firm specializing in health care executive recruitment to perform a nationwide search to identify qualified candidates to fill the position of Director of Health Services.

The search firm of Korn/Ferry International has been selected through a competitive proposal process to perform this recruitment. The search firm will conduct a nationwide recruitment utilizing contacts, networking capabilities, and databases to actively identify a diverse pool of candidates.

If you or members of your staff would like to meet with Korn/Ferry International, please let me know and we will work with your staff to arrange the meeting. In addition, we will be arranging for representatives of the search firm to meet with the Chief Executive Officers of the County hospitals who are not planning to participate as candidates in this recruitment.

We have prepared the attached position description (Attachment I) and recruitment and selection action plan (Attachment II) for your review. We anticipate submitting the names of the finalists to each Supervisor in July 2006.

If you have names of prospective candidates, please forward them to me and we will contact them. Please call me if you have any questions.

MJH:ADC  
PS:MM

Attachments

c: Chief Administrative Officer

I:\DIRECTOR, HEALTH SERVICES - 2005-06\BOARD LETTERS AND MEMOS\Memo to Each Supervisor - Notification of Recruitment.doc

*To Enrich Lives Through Effective and Caring Service*

**COUNTY OF LOS ANGELES  
POSITION DESCRIPTION**

**TITLE:        DIRECTOR OF HEALTH SERVICES**

**DEFINITION:** This position serves as County Health Officer and has full responsibility for planning and directing all of the operations for the Department of Health Services, which provides health services for the County of Los Angeles, in accordance with State and federal statutes and regulations, the County Administrative Code, Charter and ordinances. Such services include all County hospitals, County probation infirmaries, rehabilitation centers, community health centers, comprehensive health centers, and other public health services, such as epidemiology, environmental health, alcohol and drug abuse prevention and treatment, communicable disease control, AIDS programs, health education, and public health veterinary services.

**EXAMPLES OF DUTIES:**

- Formulates departmental policies, directs their implementation and evaluates work accomplished.
- Directs the administration of County hospitals which provide a broad range of comprehensive, acute, inpatient, outpatient and specialty services.
- Directs the administration of comprehensive health centers which provide basic medical, diagnostic and treatment services to ambulatory patients.
- Directs the administration of public health services, environmental health programs, public health surveillance and communicable disease control.
- Directs the administration of the Countywide Alcohol and Drug Abuse Prevention and Treatment Program, and the programs related to HIV/AIDS prevention and treatment.
- Directs the implementation of a managed healthcare services delivery system in the County of Los Angeles.
- Directs the planning for construction and remodeling of all healthcare facilities for the Department of Health Services.
- Works with State and federal agencies to secure maximum funds for financing effective healthcare programs.
- Maintains relationships with County administrative officials, medical schools, community and professional groups, as well as public and private health services agencies.
- Directs the fiscal, personnel, budget and other administrative functions of the Department.
- Recommends the adoption, enactment, and amendment of County ordinances, resolutions and regulations and State and federal statutes to provide effective, efficient and economical administration of the Department.
- Directs the development in changes in organization, staffing, work processing, management information systems and the administration of the Department's contracting program to increase effectiveness and efficiency and to reduce administrative costs.

**DIRECTOR OF HEALTH SERVICES**  
**Position Description**  
**Page 2**

**EXAMPLES OF DUTIES (continued):**

- Carries out the orders of the Board of Supervisors and makes periodic reports to the Board of Supervisors regarding the accomplishments of the Department.

**MINIMUM REQUIREMENTS:** A Bachelor's degree from an accredited college or university -AND- broad and extensive experience at an executive or management level in a large and comprehensive healthcare services organization; such experience must have included responsibility for planning and directing budget, personnel, fiscal, supply and other administrative functions of the organization, as well as directing line functions.

**LICENSE:** A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**OTHER:** U.S. citizenship is required for appointment to this position.

**DESIRABLE QUALIFICATIONS:**

- A Master's degree or higher in health administration, business administration, public administration or a closely related field.
- A degree of Doctor of Medicine conferred by an approved medical school or a degree of Doctor of Osteopathy conferred by an approved osteopathic school.
- Extensive knowledge of healthcare planning, hospital administration, managed healthcare services, and public health programs and services.
- Demonstrated ability to establish and maintain liaison and work effectively with administrative or legislative bodies, such as the Board of Supervisors, other public governmental bodies, federal and State legislatures, private agencies, community groups and the communication media.
- Excellent interpersonal and communication skills.
- Knowledge and experience in revenue-generating strategies from State and federal agencies, as well as the private sector.
- Extensive knowledge of and ability to interpret and apply provisions of federal, State and local statutes, ordinances, and regulations related to the administration and provision of California healthcare services.

**PHYSICAL CLASS:** 2 – Light

**APPROVAL DATE:** March 20, 2006

**DEPARTMENT OF HUMAN RESOURCES  
EXECUTIVE RECRUITMENT**

***DIRECTOR OF HEALTH SERVICES***

**RECRUITMENT AND SELECTION ACTION PLAN**

NATIONWIDE UTILIZING A SEARCH FIRM

<b>ACTIVITY</b>	<b>ESTIMATED NUMBER OF CUMULATIVE CALENDAR DAYS</b>
I. Develop, finalize, and print recruitment announcement.  <div style="text-align: right;">(15 days)</div>	15
II. Filing Period  A. Distribution of announcement to targeted areas and groups, such as: major cities and counties (nationwide), internal county departments, employee organizations, special mailing lists, professional organizations and community groups.  B. Advertise  C. Executive search firm to utilize contacts, networking capabilities, and databases, to actively identify a diverse pool of candidates based on minimum requirements and desirable qualifications.  <div style="text-align: right;">(60 days)</div>	75
III. A Qualifying Screening Panel consisting of County executives and subject matter experts, to conduct a qualifying screening of applicants based upon resumes and other submitted materials.  <div style="text-align: right;">(15 days)</div>	90
IV. Assessment Interview Panel, to be selected by the Department of Human Resources and to include subject matter experts, to conduct assessment interviews. Participation in the interview assessment will be contingent upon the extent to which applicants meet or exceed the minimum requirements and desirable qualifications. (Includes timeframe for scheduling panel members and candidates.)  <div style="text-align: right;">(30 days)</div>	120

<p>V. Submit a list of top candidates to each Supervisor, and commence background investigations.</p> <p>(5 days)</p>	<p>125</p>
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